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Personnel

TIME AND ATTENDANCE CONTROLS

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This instruction implements Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements and Work/Life Programs*; extends the guidance of Air Force Instruction (AFI) 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*, AFI 36-815, *Absence and Leave*, and Air Force Instruction 36-2254V1 (, *Reserve Personnel Participation*; and it meets the requirements of Air Force Reserve Command Instruction (AFRCI) 36-803, *Air Reserve Technician Time and Attendance Procedures and Audits*. It establishes local procedures to manage and document Time and Attendance (T&A) for employees, establishes local Alternative Work Schedule (AWS) and Flextime procedures, defines Wing core hours, assigns responsibilities to personnel to prevent dual compensation, and prescribes the use of Headquarters, Air Force Reserve Command (HQ AFRC) Time and Attendance Record (TIMECARD) and 433 Airlift Wing (AW) Form 1. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF Form 847), *Recommendation for Change of Publication*; route AF Form 847s through the appropriate chain of command, including any requests for waivers to specified provisions. Ensure that all record created as a result of processed prescribed in this publication are maintained in accordance with the Air Force Manual (AFMAN) 33-363, *Management of Records* and dispose of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

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1. Overview.

1.1. Management has the responsibility for assigning duties to ensure successful accomplishment of mission. In carrying out this responsibility, management sets schedules and compensates employees in accordance with all applicable laws, directives and policies. The provisions of this instruction contain the policies and practices that will be applied in the Wing.

2. Responsibilities.

2.1. Wing Commander. In addition to providing program oversight and ensuring subordinate organizations carry out their respective responsibilities, the Wing Commander is the waiver authority for any deviations from this instruction. Waivers will be documented and kept on file with the OPR of this instruction.

2.2. Group Commanders and Chiefs of Staff Offices. Group Commanders and Staff Senior Arts oversee mission operations and ensure subordinate levels adhere to proper assignment of

duties; set work schedules to optimize mission accomplishment; and ensure employees are properly compensated for work performed. Oversight duties include coordination on or approval of requests for compensatory time or overtime; proper completion of required documentation such as timecards and supporting information; appropriate use and management of the leave programs; and proper maintenance of records in support of program actions. Oversight will be formalized through periodic internal audits and Group Commanders are responsible for ensuring sufficient auditors are available and trained to complete the process. Audit results along with remedial plans and time tables are reported to Financial Management (FM) and carried out to satisfy deficiencies identified in the audit process. In cases where the Group Commander is a Traditional Reservist, these responsibilities will be carried out by the senior Air Reserve Technician in the organization.

2.3. Financial Management. The Financial Management Office is responsible for overseeing the operation of the Management Control Program, including the plans, schedules and review items/checklists used to carry out the program. FM will also consolidate review results and action plans for reporting to the Wing Commander. FM will also keep organizations advised on availability of funds for such things as compensatory time or overtime approval and will certify documents to this effect as needed. FM will also act as the focal point for coordination with higher headquarters and dispersing agencies regarding funds and work years needed and available to carry out mission requirements. This includes coordinating on the maintenance, collection, and comparison of information used in the audit process.

2.4. Supervisors. Supervisors are responsible for time and attendance management of assigned employees, to include: scheduling, tracking, and documenting assigned work. They must have direct personal knowledge of their employees' work schedules, certify actual hours worked, and verify civilian T&A. Supervisors must work closely with timekeepers on a daily basis to ensure the accuracy and integrity of T&A accounting. In the absence of the supervisor, an individual will be appointed, in writing and posted, to assume the responsibilities. Guidance and responsibilities for supervisors' time and attendance certification is found in Department of Defense (DoD) 7000.14-R Vol 8 0204. In addition to assigning duties and establishing the work schedules to be followed in the unit, supervisors will:

2.4.1. Review leave requests and administer the leave program for their respective program.

2.4.2. Review and certify employee submissions, including AFRC Form 4, *Air Reserve Technician Aircrew Work Hours Record* and all supporting documents, to ensure the submission is complete and no dual compensation or improper use of leave exists.

2.4.3. Submit AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, to the approving official with full justification for the request.

2.4.4. Review and certify T&A Master Time History reports generated through the Defense Civilian Payroll System (DCPS).

2.4.5. Monitor overtime, holiday premium pay, and compensatory time earned to ensure proper use of resources, distribution of opportunities, and to preclude employees from exceeding the mandated aggregate salary limitation. See DoD 7000.14-R Volume 8 Paragraphs 0510 and 030103.

2.4.6. Approve Alternative Work Schedules (AWS) and Flextime. See AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*.

2.5. Employees. Employees are responsible for reporting to the work site ready, willing and able to carry out assigned duties and for completing their duties in the manner prescribed for satisfactory performance. In addition, employees must:

2.5.1. Submit a request for annual leave at the beginning of the year showing the dates and amount of leave requested for the supervisor's review and approval. The annual Projected Leave Schedule Planner can be used.

2.5.2. Post daily entries on the time card that accurately account for duty time and authorized absence.

2.5.3. Submit applicable forms to designated supervisor for approval and timekeeper coordination. See DoD 7000.14-R Volume 8 Paragraph 0202.

2.5.4. Contact the appropriate leave approving official and request leave for unexpected absences. Written or supporting documentation as to emergency absence will be given due consideration at the supervisor's discretion.

2.6. Timekeepers. Timekeepers are responsible for maintenance of employees' T&A accounting records. They must become familiar with the Defense Civilian Payroll Systems (DCPS). Reference data can be obtained from Department of Defense (DOD) Federal Management Regulations (FMR) DoD 7000.14-R Vol 8, *Defense Financial Accounting System* (DFAS) information found on <http://comptroller.defense.gov/fmr/08/index.html> and guidance obtained from the local payroll servicing office. In addition, timekeepers will:

2.6.1. Establish individual employee time and attendance 6-part work folders at the beginning of each calendar year (see 433 AWI 36-803 Paragraph 8). Folders will contain a copy of each T&A report along with the supporting documentation for each respective pay period (see 433 AWI 36-803 Paragraph 11.1. for prescribed forms).

2.6.2. Coordinate with supervisors and employees to ensure accurate and timely T&A documentation is received, including all required supporting documentation and required time card signatures.

2.6.3. Close out each pay period and input the required format to the Payroll function to insure proper payment to each employee.

2.6.4. Receive corrected time cards and input the new information to the Payroll system.

2.6.5. Maintain the employee time and attendance work folders and ensure required T&A reports and supporting documentation are filed in the work area so they are easily located and identified. Maintain records In Accordance With (IAW) The RDS for Civilian Pay, Table T65-22, Rules 1, (https://www.my.af.mil/afirms/afirms/afirms/rds/rds_rule_detail.cfm) 2, (https://www.my.af.mil/afirms/afirms/afirms/rds/rds_rule_detail.cfm) 3, (https://www.my.af.mil/afirms/afirms/afirms/rds/rds_rule_detail.cfm) 3.01, (https://www.my.af.mil/afirms/afirms/afirms/rds/rds_rule_detail.cfm) and 4, (https://www.my.af.mil/afirms/afirms/afirms/rds/rds_rule_detail.cfm)

2.7. Auditors.

2.7.1. Audit all employees T&A records within their respective group. T&A records will consist of those records described in 433AWI 36-803 paragraphs 9.1, 11.6 and military pay records for employees who also serve with a Reserve or National Guard component.

2.7.2. Compile a Report of Audit identifying findings, and forward the completed report to the respective Unit, Group, and Wing-levels for review and further action. Reports will be consolidated at each level to provide an overall view of program status.

2.7.3. . The Wing Commander is the only waiver authority for deviations from the internal audit schedule. Waivers will be requested in writing, forwarded for approval, and kept on file.

3. Air Reserve Technician (ART) Duty Status. ARTs may perform some duties in civilian status, some in military status, or switch between the two. Other duties must be performed only in either military or civilian status depending on the nature of the work involved. The following items provide guidance on determining the proper duty status in which the Technician will be carried. In all cases, when military duty overlaps with civilian schedules, including travel to perform military duties, proper leave must be charged for the overlap to avoid dual compensation violations (see 433 AWI 36-803 paragraphs 7.8.3.)

3.1. Inactive Duty for Training (IDT). There are five types of IDT for which eligible members may be paid and all are performed in military status:

3.1.1. Training Period (TP) - a period of training, duty, or instruction that a member performs as an individual (includes Additional Ground Training Periods (AGTP)).

3.1.2. Unit Training Assembly (UTA) - a planned period of training duty, instruction, or alert performed by a Category A unit.

3.1.3. Equivalent Training (ET) - a training period performed in place of a regularly scheduled UTA or TP missed, due to a member's personal emergency.

3.1.4. Additional Flying Training Periods (AFTP) - a training period that may be authorized for members who must fly frequently.

3.1.5. Readiness Management Period (RMP) - a planned period that is used to accomplish readiness/training requirements that are a minimum of 4 hours in duration.

3.2. Active Duty for Training (ADT). A tour of active duty for Reserve training under orders which provided for automatic reversion to non-active duty status when the specific period of active duty is completed. It includes Annual Training (AT), special tours of ADT and school tour, and Active Duty for Support (ADS), which are funded from the Reserve Personnel Appropriations (RPA). Also included are temporary tours of active duty support of active force mission which are funded from the Military Personnel Appropriation (MPA). Again, these duties are all performed in military status.

3.3. Travel and Per Diem: Use the Joint Travel Regulations (JTR) for all specific guidance.

3.3.1. Travel in civilian pay and per diem status solely to perform military duty is forbidden and vice versa. However, travel in civilian status to perform (any) civilian duty in conjunction with IDT or active duty is acceptable.

3.3.2. Travel and per diem may not be paid for travel to IDT except under limited circumstances involving duty away from home station. Reimbursement is limited to that authorized by the JTR.

3.4. Attendance at formal schools: AFI 36-2254V1, *Reserve Personnel Participation and Training Procedures*, determines required duty status for formal schools.

3.5. Duty Status Overseas

3.5.1. Before sending ARTs overseas in civilian status, Commanders will ensure ARTs are briefed on legal ramifications, requirements, and proper immigration procedures for all countries that might be transited.

3.5.2. ARTs may be in civilian status in all foreign areas NOT designated as active duty only by Air Force Reserve Command/Vice Commander (AFRC/CV) or the Wing Commander or as hostile fire/imminent danger areas by the Department of Defense (DoD), Air Force, or Air Mobility Command (AMC). ARTs may convert from civilian to active duty status while in flight at 0001 hours home station time. Current rules for conversion to and from military status still apply.

3.6. Duty Status While Engaged in Training

3.6.1. The duty status of ARTs while engaged in training is dependent upon the relationship of the training to the civilian position. If the training is solely related to the military requirements of the employee's Reserve assignment and is not considered to be part of the technician's duties, the employee must be in an appropriate leave status to attend that training during the civilian workday.

3.6.1.1. Small arms training and chemical defense training (more commonly known as chemical warfare training) are two training situations that best represent this policy:

3.6.1.1.1. Participating in small arms training during civilian workday is appropriate for security police, flight engineers, and aircraft loadmasters because the civilian position requires the employee to be qualified to carry small arms. In the case of the aircrew members, these employees carry duty of sky marshal and are responsible for protecting the aircraft. Pilots are not granted official time for this training because carrying a small arm is not part of their civilian position. This policy has been in effect since at least 1986 when HQ Air Force Reserve (AFRC)/Legal Office (JA) expressed concerns regarding injury/loss-of-life possibilities when an employee is engaged in such training. Their statement was "...it is highly questionable as to whether the Office of Workers' Compensation Programs (OWCP) would approve medical, compensation or death benefits.." since the activity was not directly related to the performance of the civilian job. Additionally, they determined that the injury or death would not be considered "line of duty" for military benefits since the employee was not in military status.

3.6.1.1.2. Chemical defense training must be related to the civilian position (included in the position description) and/or required to qualify for the civilian position (included in the qualification standard) before it is appropriate to grant official time/excused absence for this training.

3.7. Long Distance Flights. Long distance flights refers to those situations only where an employee departs his/her home station, arrives at another duty station and remains overnight at the remote duty station. Tours of duty and attendance reporting of air crew members on long distance flights are as follows. The ART aircrew member's work will begin at the directed reporting time for preflight/preplanning duties based on the proposed takeoff time and will end upon completion of post flight duties and excusal from duty. Home station dates will be used. Changes that occur by crossing the International Date Line are to be ignored. Duty times will be recorded on a 24-hour basis in the hours of the time zone of the home station. If changes in duty status occur during the tour, the AFRC Form 4 must be completed and will be reviewed and certified by the aircraft commander. Explanations will be entered on the AFRC Form 4 for any late takeoffs.

3.8. Pre-Mission Crew Rest. To the maximum extent possible, civilian aircrew duty days should be scheduled/adjusted to coincide with the flying schedule. When situations arise and aircrews are required to remain in crew rest past their scheduled workday reporting time or enter crew rest during the civilian workday, the following options apply:

3.8.1. If an employee has already reported to work and is then placed into crew rest before the end of their regularly scheduled day they may be granted admin leave "LN" for the remainder of their regularly scheduled day. When they report back to work before midnight then the time between report and midnight is premium pay or credit time and the next duty day starts at midnight. Enter a comment in the remarks section of the AFRC Form 270 that includes the phrase "required crew rest." For example: A crewmember reported to work at their normal schedule time of 0700, at 1000 they are released for crew rest to be alerted at 2200 to report to work at 2300 the same day. The AFRC Form 270 would reflect 0700-1000 "RG", 1000-1530 (with an appropriate meal period) as "LN", 2300-2400 as "CE", "CD", and "OU". The next duty day would begin at 0001.

3.8.1.1. It is not appropriate to use LN for times when crew rest requirements are known in advance and overtime, compensatory time or credit hours will be earned as a result.

3.8.2. If an employee is required to remain in crew rest past their scheduled workday reporting time, they may be granted LN from the normal start of their work day until reporting for duty but only when unforeseen circumstances (IAW paragraph 9.1.3.) occur which would jeopardize mission accomplishments if LN is not granted. Enter a comment in the remarks section of the AFRC Form 270 that includes the phrase "required crew rest." There are two occasions when this may be appropriate.

3.8.2.1. Administrative Leave (LN) may be granted when the crewmember performed aircrew duties the day prior, and due to unforeseen circumstances, is subsequently scheduled to perform aircrew duties, to include Supervisor of Flying, the next day and cannot report to work at the regularly scheduled report time due to crew rest limitations. In this case, LN may be granted from the normal workday reporting time to the first time that the employee may report with crew rest. For example, a crewmember is accomplishing flight duties until 2330 and unforeseen circumstances require that crewmember to accomplish flight duties the next day. The crewmember has a normal civilian workday from 0700-1530.

3.8.3. Unforeseen circumstances are those where the planned schedule cannot be executed and mission accomplishment requires a crewmember to alter their schedule and depart duty location early or arrive after normal start time to comply with crew rest or Flight Duty Period. Normally, unforeseen circumstances are those which occur within 24 hours prior to the scheduled mission. When circumstances can be rectified within an acceptable time frame (outside 24 hours or within local bargaining unit agreements) the civilian crew duty day should be adjusted to accommodate mission accomplishment.

3.8.4. If the flight/flight duty for which the employee is in a crew rest status will be performed in civilian status, then no leave is to be charged.

3.8.5. If the flight/flight duty for which the employee is in a crew rest status will be performed in military status, then the employee will either take annual leave, LWOP, accrued compensatory time off, or accrued credit hours, or adjust his/her duty day to accommodate the crew rest requirement.

3.9. Changes in Duty Status.

3.9.1. ARTs will convert to active duty status at 0001 hours local on the calendar day of departure from the last ground location prior to entering the foreign area designated as hostile fire/imminent danger/active duty only. Local time means the time at the last ground location prior to departure into the hostile fire/imminent danger/active duty only zone. ARTs will remain in active duty status until all of the following conditions are met—the active duty mission is terminated and on the ground, the individual is outside of hostile fire/imminent danger/active duty only designated foreign area, and the time is 2400 hours based on the time zone in which the active duty began. At no time can an ART enter a hostile fire/imminent danger area in any status other than active duty military.

3.9.2. Except as provided below, the duty status in which members depart home station will continue until they return. All periods of military duty must be scheduled in advance, meet normal Reserve participation requirements, and be annotated on official orders. Conversion duty status must be approved by an authority no lower than the orders authorizing official.

3.9.2.1. If one or more inactive duty (IDT) periods are scheduled during home station flight training or while on temporary duty (TDY):

3.9.2.1.1. Member will convert to IDT and back at times specified on the AF Form(s) 40/40a, *Authorization for Inactive Duty Training/Record of Individual Inactive Duty Training* or other scheduling documents.

3.9.2.1.2. Civilian duty may be scheduled in conjunction with IDT flight training. Either preflight or post flight duties may be accomplished in IDT and/or civilian status as long as IDT duty requirements are met. Flight duty status conversions to or from IDT status are permitted in accordance with flight authorization documents. Endure duty status matches the status on the AFRO 781, *Arms Aircrew/Mission/Flight Data Documents* (AF Form 40A, AF Form 3956, AF Form 938, *Request and Authorization for Active Duty Training/Active Tour* etc.). RMPs may be used by a military technician before or after civilian duty hours, on a Scheduled Day Off (SDO) or weekend (If not part of the members normal work

schedule.) However they may not be used by a military technician while in leave status from their civilian position. The number of RMPs performed in a Fiscal Year (FY) by any member shall not exceed 36 and no more than one RMP shall be performed by an individual in one calendar day.

3.9.2.1.3. Crew rest may not be accomplished in IDT status.

3.9.2.1.4. An IDT period may be completed on the same day as civilian duty provided a regularly scheduled civilian workday is completed or constructed using annual leave/military leave/accrued compensatory time off/LWOP/accrued credit hours.

3.9.2.2. If one or more active duty periods are scheduled while TDY:

3.9.2.2.1. All conversions from civilian to active duty or from active duty to civilian status will occur at 0001 hours, home station period.

3.9.2.2.2. In-flight duty status conversions to or from active duty status are permitted at 0001 hours, home station time. Complete appropriate Aircrew/Mission Flight Data Document, IAW applicable Air Force and local directives. Include separate lines to record the flying time accomplished in each duty status.

3.9.2.3. Conversion Procedures. Orders are completed according to current guidance.

3.9.2.3.1. Include a remark to annotate each conversion to active duty or civilian status at 0001 hours IAW with applicable order number. For example, "member will convert to active duty status at 0001 on 12 September in accordance with Reserve Order Number D-245".

3.9.2.3.2. Include a remark to indicate when IDT is authorized in conjunction with civilian TDY which identifies the dates and times of conversion. For example, "Member will convert to IDT status on 12 September at 0800, revert to civilian status at 1700 on 12 September, convert to IDT status at 0800 on 13 September, and convert to civilian status at 1700 on 13 September."

3.9.2.3.3. An AFRC Form 4, *Work Hours Report*, will be completed during all civilian TDYs involving flying duties with conversion to/from military duty. The form will be turned in to the individual's timekeeper at the completion of the mission.

4. Civilian Work Schedules. In completing this responsibility, management retains the right to determine the number and kinds of employees required to be on duty during any given hour or any given day in any given work section; to assure that essential work is being performed when required based on manpower and mission; and to restrict an employee's choice of arrival and departure times based on manpower and mission. Employees will be notified when work requirements and/or times are changed.

4.1. AFRC Waiver. AFRC has a waiver from HQ Air Force to the requirement that a 1-week notice be given prior to a change in an employee's tour of duty. The employee must be notified before reporting for duty on the day of the change. This waiver applies to:

4.1.1. Aircrew on missions of more than one day's duration

4.1.2. Aircrew and ground support to meet special or essential unscheduled flying missions

4.1.3. Aircrew and ground support performing weather reconnaissance or rescue missions

4.2. Days of Duty. The calendar day on which a shift begins is considered the day of duty for that day even though the work schedule extends into the next calendar day only if a full workday cannot be performed by midnight. Management has the option of starting the next workday at 0001 or extending the workday and compensating the employee with overtime/compensatory time off for the additional hours. AFRC Sup to AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*

4.3. Basic Work Requirement. The basic work requirement is defined as the number of hours, excluding overtime hours; an employee is required to work or to account for by charging leave. Generally, a full-time employee's basic work requirement is 80 hours in a pay period. Full-time employees will be scheduled to work 80 hours and part-time employees (student help) will be scheduled to work not more than 64 hours per bi-weekly work period. An approved work schedule shall be maintained showing the planned arrival and departure for each day to support the time and attendance report. The basic civilian work week is an 8-hour day, Monday through Friday, beginning at the same time each day with half-hour, three-quarter, or one hour lunch periods. NOTE: For aircrew members on long-distance flights, duty will begin at the directed reporting time (showtime) for preflight/preplanning duties based on the proposed takeoff time and end upon completion of postflight duties and release from duty. Work scheduled in compliance with AFI 36-807/AFRC Sup becomes the crew member's regularly scheduled tour of duty.

4.4. Alternative Work Schedules (AWS). Title 5, United States Code (U.S.C.), chapter 61, subchapter II (<http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+713+16++%28>) made the AWS program permanent in 1985 and establishes permanent authority for compressed and flexible work schedules. DoD 7000.14-R Volume 8 Paragraph 020206, Work Schedules sets the requirements to meet this authorization. Supervisors, at all levels, are authorized to approve AWS within their respective areas. Supervisors will be fair and equitable, and ensure work centers are properly manned in order to accomplish required work. Supervisors will not approve AWS when the obvious change is to avoid charges to military leave. AWS is a privilege. Exempt from an AWS, any employee or groups of employees whose participation would create an adverse impact on the mission. The program permits a variety of compressed and flexible work schedules. Employees requesting to use leave (annual, sick, and LWOP) or compensatory time off for the entire work shift will be charged an equivalent amount of time as the AWS shift scheduled for that workday. For example, AWS shift schedule is nine hours and employee requests sick leave, the employee will be charged nine hours of sick leave. NOTE: Military leave is charged in hourly increments.

4.4.1. Compressed Work Schedule. A compressed schedule is a fixed schedule which enables the full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each biweekly pay period by increasing the number of hours in the workday. There are no flexible times in a compressed schedule. Employees'

times of arrival and departure from work are set, as are the days on which they are to complete the basic work requirement. For employees working under compressed schedules, overtime pay will continue to be paid for work outside the compressed schedule (5 U.S.C. 6121 and 6128, (<http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+713+16++%28>)). The two most common compressed schedules are the 4-10 and the 5-4/9 schedules. On the 4-10 schedule, employees work 10 hours a day for 4 days each workweek. On the 5-4/9 schedule, employees work 9 hours a day for 8 days, 8 hours for 1 day, and get 1 day off each pay period. Employees working a compressed work schedule shall be charged leave in accordance with their basic work schedule. For example, the work schedule is nine hours and the employee requests sick leave for the entire day, the employee will be charged nine hours of sick leave. Credit hours are not earned or available for use in a compressed schedule. Credit hours are earned and available only with flexible schedules.

4.4.2. Flexible Work Schedules (FWS). Under certain flexible schedules, DoD civilian employees may work longer or shorter hours, including credit hours on any given workday, without taking leave or being paid overtime, so long as their basic biweekly work requirements are met (5 U.S.C. 6123) (reference (b)). (<http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+708+16++%28>). By electing to work hours in excess of their tour of duty, employees also may complete the biweekly basic work requirements in fewer than 10 workdays without being paid overtime or being charged leave for the non-workdays. Material variances or deviations, as determined by the FWS plan, shall be approved by the supervisor before the change occurs, if feasible, or promptly after occurring, if not feasible. As part of their approval of the change, supervisors or designees shall verify that the dates and amounts of material changes have been recorded in the appropriate time and attendance record. In the case of a full-time employee, an 80-hour biweekly work requirement allows an employee to develop a schedule within the limits set by the supervisor. A part-time employee develops a schedule for a biweekly work requirement of less than 80 hours.

4.4.2.1. Core and Bandwidth Hours. Bandwidth Hours. The earliest time an employee can report for duty and the latest time an employee can stay at the end of the day. Core Hours. The hours in which all employees are required to be at work or in a leave status. 433AWI 36-803 **Table 1** establishes broad core and bandwidth hours for the Wing. Supervisors may follow the Wing designations or establish specific work center core and bandwidth hours depending on mission, safety, customer service, and supervisory requirements.

Table 1. Wing Core and Bandwidth Hours.

SHIFT	CORE HOURS	BANDWIDTH HOURS
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Day	0900-1100 1300-1500	0600-1800
Swing	1700-1900	1400-0200
Mids	0100-0300 0500-0700	2200-1000
Note: Some schedules, such as Maxiflex shown below in 433 AWI 36-803 paragraph 4.4.2.2.4. and First 40-Hours (see 433 AWI 36-803 paragraph 4.4.2.2.5.) have no Bandwidth or Core hour requirements.		

4.4.2.2. The following are examples of various flexible work schedules:

4.4.2.2.1. Flextime is a flexible work schedule that splits the tour of duty into two distinct kinds of time: core hours and flexible hours. Under any flextime schedule, an employee must be at work or on approved absence during core hours and must account for the total number of hours he or she is scheduled to work.

4.4.2.2.2. Flexitour is a work schedule in which an employee, once having selected starting and stopping times within the flexible hours, continues to adhere to these times. Further opportunities to select different starting and stopping times may be provided subsequently by the employing activity.

4.4.2.2.3. Gliding schedule is a flexible work schedule in which an employee has a basic work requirement of 8 hours in each day and 40 hours in each week. Employees may select an arrival time each day and may change that arrival time daily as long as it is within the established flexible hours.

4.4.2.2.4. Maxiflex Schedule: Full time basic work requirement consists of 80 hours in a biweekly pay period. Maxiflex schedules provide for flexible time bands at the start and end of the workday and may also allow for flexible hours at midday (during the lunch break). Maxiflex schedules may be set up with or without core hours. When core hours are used employees must work during core hours or use leave, credit hours or compensatory time off. Employees may vary arrival and departure times on a daily basis during the established flexible hours. However, the schedules may be set without core hours thus providing maximum flexibility for employees. Employees may work less than 10 days biweekly when core hours are not set on one or more workdays.

4.4.2.2.5. First 40-Hours. The first 40 hours of duty performed within a period of no more than six days of the administrative workweek may be established as the basic workweek when it is impractical to prescribe a regular schedule of definite hours of duty each workday.

4.4.3. Alternative Work Schedule Procedures.

4.4.3.1. Employees may request a change to the normal work shift by completing an AWS worksheet. Use 433 AW Form 1, *Alternative Work Schedule Worksheet*.

4.4.3.2. Worksheets will be turned in to the supervisor for review no later than termination of the work shift on the Wednesday prior to the start of the affected bi-weekly work period. Once approved, the AWS schedule remains in effect until a new schedule is requested and approved. Changes to an already approved AWS cannot be made for the current bi-weekly work period unless mission requirements or emergency situations require exceptions to these procedures. A corrected AWS worksheet will be accomplished, an explanation entered into the Remarks/Comments starting reason for change, and returned to the supervisor not later than one day following the change.

4.4.3.3. Supervisors will retain and file the approved AWS worksheet in the employee's work folder 433 AWI 36-803 paragraph 2.1.2. and provide a copy of the worksheet to the employee. Coordinate AWS schedules and any changes with the timekeeper.

4.5. Lunch Periods.

4.5.1. The lunch period must be at least at 30 minutes in length and is to be observed during the midday time frame. For example, on a workday of 730-1630, lunch should be taken between 1100-1300. It is inappropriate to schedule and take a lunch period at the beginning or end of the civilian workday.

4.5.2. When absolutely necessary, compensable on-the-job meals are authorized. For compensation, the following situations must exist:

4.5.2.1. More than one 8-hour shift is in operation during a 24-hour period and an overlapping of shifts to permit time off for lunch is not feasible. An on-the-job lunch period of 20 minutes or less may be authorized.

4.5.2.2. When lunch is consumed in flight, an on-the-job lunch period not to exceed 20 minutes is authorized.

4.5.2.3. When mission requirements preclude a lunch break, e.g. maintenance being performed on a launching aircraft or long-duration flights, an on-the-job lunch period of 20 minutes or less may be authorized. Employee will not be charged for a lunch break. NOTE: The requirement to take a lunch period cannot be waived on the basis of an aircrew member flying an AFTP. Also, if sufficient time on the ground is available for an employee to take a 30-minute or longer lunch period, a 20-minute on-the-job lunch period may not be granted. The actual time away from the work site will be documented on AFRC Form 4. In those instances where lunch is consumed in flight; e.g. long distance flights, appropriate justification will be documented on AFRC Form 4. See AFI 36-807 and AFRCI 36-803. Requests for a 20-minute paid lunch on a continuing basis must be approved at the Group level and a copy of the approved request placed in the employee's time card folder (see 433 AWI 36-803 Atch 9). This schedule will also be clearly documented on the time card and on the work week schedule worksheet for the period this schedule is maintained.

4.5.3. Employees who are subject to a maxiflex work schedule that allows for some workdays with fewer than 6 hours in a day may not be required to observe a lunch period on workdays with fewer than the 6 hours (subject to local determination and bargaining unit agreements).

4.5.4. A 20-minute on-the-job lunch period is authorized for aircrew members for any long duration flight regardless of the distance flown or the need for an over-night stay at another location. Long duration flights are defined as those flights performed in civilian status where the flight briefing, flight time, and post mission duties equal or exceed 80 percent of aircrew member's regularly scheduled civilian duty day. This places the employee well beyond the midday timeframe when the lunch period is taken.

4.5.5. This policy does not apply to active duty military flights, AFTPs, AGTPs, or short civilian training flights that occur during the midday timeframe. In addition, the 20-minute on-the-job lunch period is only authorized for long duration flights in those instances where it is not possible for the employee to take a meal break on the ground, whether it is during the flight briefing or post mission duty period. Refer to AFRCI 36-803

4.6. Hours of Work.

4.6.1. Constructive Credit Hours. When TDY on a scheduled workday and through no fault of the employee, an employee starts work but less than 8 hours of work are performed, the employee is credited with 8 hours total duty. (EXAMPLE: Employee reports as directed at 0600, takes off at 0800, lands at 1200, performs post flight duties, and is excused at 1300; that individual is credited with 7 hours of work and 1 hour of constructive credit (annotate AFRC Form 4, to reflect the number of hours actually worked and the number of hours of excusal from duty (constructive credit hours)) on that day. Use constructive credit hours when computing regular hours but not when computing overtime hours (use Administrative Leave code (LN) on the timecard). Regardless of the reason and whether or not it is within the employee's control, if employees (for example, aircrew members) do not report for work they are placed in the appropriate leave category or have their workweek rescheduled. Constructive credit hours may not be granted if there is no work to be performed at the TDY location and it is known prior to the start of the employee's civilian workday. In addition, constructive credit hours may not be granted at home station. Refer to AFRCI 36-803 the following options are to be considered in scenarios in which the granting of constructive credit might be appropriate:

4.6.1.1. Send the aircrew in active duty military status. The issues of taking leave, use of constructive credit, loss of per diem, and earning overtime/compensatory time are then nonexistent.

4.6.1.2. Have the employee report to work each day. If there is insufficient work for a full 8 hours, the granting of constructive credit may be appropriate. In those rare cases where it is known in advance that work will not be available, this option is not appropriate.

4.6.1.3. Reschedule the workweek so that scheduled days off fall on "down days", where possible, to minimize the possible use of leave.

4.6.1.4. Send the aircrew home, keeping only the minimum number of crew required to be with the aircraft at the TDY location. This decision is made on the basis of commercial or available military air versus the cost of travel pay and paying employees when no work will be performed.

4.6.1.5. Charge the employee leave on down days. Since the decision on whether or not an aircrew member will have to work is usually made on a daily basis, this should not be a recurring scenario. Refer to AFRCI 36-803

4.6.2. "Deadheading" and Time Spent Traveling. Time spent traveling is considered hours worked if the travel is during regular working hours, or during hours on non-work days (applies to Fair Labor Standard ACT (FLSA) employees only) that correspond to regular working hours or if the employee is required to perform work while traveling. Accordingly, "deadhead" time (duty time accrued by aircrew members in a passenger or Additional Crew Member (ACM) status not accomplishing crew duties), while not creditable under (FLSA), is creditable under Title V as hours worked. "Waiting time" (prior to takeoff), since no actual work was performed is not creditable under FLSA. (5 C.F.R., Section 550.112 (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=6ec4e962fe9b39e75f4d6678ce4d>)) and Section 551.422 (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=6ec4e962fe9b39e75f4d6678ce4d>)

4.6.3. Time Spent On Standby or in an On-Call Status.

4.6.3.1. An employee will be considered on duty and time spent on standby shall be considered hours of work if:

4.6.3.1.1. The employee is restricted to an agency's premises, or so close thereto that the employee cannot use the time effectively for his or her own purposes; or

4.6.3.1.2. The employee, although not restricted to the agency's premises:

4.6.3.1.2.1. Is restricted to his or her living quarters or designated post of duty;

4.6.3.1.2.2. Has his or her activities substantially limited; and

4.6.3.1.2.3. Is required to remain in a state of readiness to perform work.

4.6.3.2. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if:

4.6.3.2.1. The employee is allowed to leave a telephone number or to carry an electronic-device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius; or

4.6.3.2.2. The employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person. (5 C.F.R. 551.431), Time spent on standby duty or in an on-call status. (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=c2b8327129df4b8a08c4cb9e8792f4b6&rgn=div8&view=text&node=5:1.0.1.2.73.4.80.11&idno=5>)

5. Premium Pay.

5.1. Entitlement. Employees who work beyond their regular schedule, on Sunday, on holidays, or between the hours of 1800 and 0600 may be entitled to additional pay such as overtime, Sunday premium, holiday pay and/or night differential. General Schedule (GS) employees cannot earn compensatory time for work performed during normal duty hours on

either a holiday or day on which the holiday is observed. Premium pay for the holiday is required. See DoD 7000.14-R Volume 8 Paragraph 0303.

5.2. Overtime and Compensatory Time. Overtime and compensatory time will be approved on an AF Form 428, prior to performance of work in accordance with 433 AWI 36-803 Attachment 2. In an emergency, a supervisor may verbally approve compensatory time earned with completion of an approved AF Form 428 not later than the next workday. Specific justification of work to be performed will be included on all AF Form 428 requests. Separate AF Forms 428 will be submitted for each pay period. No lump sum approvals will be made in advance except for specific reasons; e.g., airlift missions or special projects. Supervisors will ensure employees do not exceed the maximum number of bi-weekly compensatory hours allowed. Supervisors will forward the approved AF Form 428 to the timekeeper for retention until the end of the pay period to which it pertains and verify posted entries on the T&A report.

5.2.1. Under the (FLSA), non-exempt employees must be paid overtime for work in excess of 40 hours in a basic work week unless compensatory time is requested. Exempt employees may choose to earn compensatory time in place of payment for an equal amount of time spent in occasional or irregular overtime work. They may not earn compensatory time for regularly scheduled overtime. Compensatory time cannot be earned for holiday work. Guidance given in DoD 7000.14-R, Volume 8, paragraph 030302.

5.2.2. GS employees whose basic rate of compensation exceeds the minimum rate of GS-10 (step 1) may be required to earn compensatory time instead of overtime. Compensatory time earned may not be used in lieu of premium pay for regularly scheduled overtime. Guidance given in DoD 7000.14-R, Volume 8, paragraph 030302.

5.2.3. Federal Wage System (FWS) employees (e.g., Wage Grade (WG) or Wage Supervisor (WS) may also earn and use compensatory time. The same considerations for exempt and non-exempt status under the FLSA apply.

5.2.4. Except under certain circumstances, overtime or compensatory time may not be earned while in TDY or formal training. An employee on an 8-hour day work schedule assigned to training is counted as being in training for the same number of hours he or she is in pay status during the training assignment. An agency may not use its funds to pay premium pay to an employee engaged in training. CFR Title 5, Ch 1, Part 410 Training provides detailed guidance.

5.2.5. The approving official for authorizing overtime work, whether it is compensated by paid overtime or compensatory time off, will be the Group Commander, Senior ARTs or higher. Under some circumstances the requester and approving official may be the same person. Coordination with the Financial Management Office is required to certify funds availability if this information has not been previously provided to Group officials.

5.2.6. The limit for use of compensatory time is the end of the 26th pay period after that in which the overtime was worked. The unused compensatory time then shall be paid at the overtime rate at which it was earned. The use of compensatory time for leave purposes requires supervisor approval. Refer to DoD 7000.14-R, Vol 8, paragraph 0510.

5.3. Pay Cap. Compensatory time granted is subject to the aggregate salary limitations in Title 5 U.S.C. 5547 (<http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+581+0++%28>)

5.4. Compensatory Time Off for Travel. Although compensatory time is normally viewed in the premium pay category, compensatory time off for travel does not follow the same rules and is actually a form of leave. Compensatory time off for travel is covered in 433 AWI 36-803 paragraph 7.8.5.

5.5. Night Differential Entitlement for Air Crew Members. AFRCI 36-803 authorizes senior ARTs to establish daily hours for beginning and ending work. For aircrew members on long-distance flights, the tour of duty and daily hours of work are governed by and charged each day based on the directed reporting for duty time. The crew member's work will begin at the directed reporting time for preflight/preplanning duties based on the proposed take off time and will end upon completion of post-flight duties and excusal from duty. Work scheduled in accordance with this supplement becomes the crew member's regularly scheduled tour of duty. When regularly scheduled work is performed between the hours of 1800 and 0600, in the time zone where the duty began, night differential pay is appropriate for GS employees. Night differential pay is payable in addition to premium pay for regularly scheduled overtime. Night differential pay is not appropriate with irregular or occasional overtime.

5.5.1. Night differential pay is authorized for work performed by an employee between 1800-0600 except for irregular or occasional overtime work. Unless the employee's regularly scheduled daily tour of duty falls within the above hours, hours work between 1800-0600 are considered to be irregular or occasional overtime work and no entitlement to night differential pay exists.

5.5.2. If the employee's daily tour of duty is temporarily changed and falls between 1800-0600, any hours of work beyond the basic workday are considered to be irregular or occasional overtime and night differential is not authorized for those hours.

5.5.3. If the employee's regularly scheduled daily tour of duty includes hours of work performed between 1800-0600, and those hours of work also include regularly scheduled overtime, then night differential is authorized for both the basic workday and the overtime hours worked between 1800-0600.

5.5.4. If the employee works their regular daily tour of duty, and then performs additional work all additional hours are considered to be irregular or occasional overtime and night differential is not authorized for those hours. (5 CFR 550.121) (<http://ecfr.gpoaccess.gov/cgi/t/text/text-index?c=ecfr&sid=6ec4e962fe9b39e75f4d6678ce4d>)

6. Military Duty.

6.1. Inactive Duty for Training.

6.1.1. Additional Flying Training Periods and Additional Ground Training Periods.

6.1.1.1. AF Form 3956, *Report of Inactive Duty Training Performance AGTP/AFTP* (USAFR). For use by aircrew personnel only, these forms will be kept by the unit of assignment and maintained IAW AFMAN 33-363. Each unit/staff office will

appoint, in writing, personnel who are designated to certify AF Form 3956, and file a copy of the delegation in their respective area.

6.1.1.2. After completion of an AFTP or AGTP, employees will report directly to the supervisor or timekeeper to complete verification of duty. The timekeeper verifies appropriate leave has been charged and initials the AF Form 3956. ARTs submit the AF Form 3956 to the supervisor at the end of each pay period. Supervisors or timekeepers will file a copy of the completed AF Form 3956 as supporting documentation and forward the original copy to 433 AW/FMP for pay.

6.1.2. Unit Training Assembly/Equivalent Training.

6.1.2.1. When an employee is also a member with a Reserve or National Guard component, the employee's assigned military unit will provide notification to the civilian supervisor of regularly scheduled UTA dates. The civilian supervisor will verify employee's civilian pay record is properly documented to preclude dual compensation.

6.1.2.2. For Rescheduled Unit Training Assemblies (RUTA), Training Periods (TP), and Equivalent Training Periods (ET), employees will report to their civilian supervisor to have them verify that the civilian pay records are properly documented and to preclude dual compensation. ARTs will record civilian duty hours in the Remarks block of the AF Form 40A. Timekeepers will initial the Remarks block of the AF Form 40A.

6.2. Active Duty.

6.2.1. Employees who are also members with a Reserve or National Guard component (traditional reservists/guardsmen) will submit a certified copy of all active duty orders (AF Forms 938, *Request and Authorization for Active Duty Training/Active Tour*) to their civilian supervisor or timekeeper for submission to civilian pay. Include a copy of orders with timesheet.

6.2.2. After completion of an active duty tour, employees will submit a certified AF Form 938, *Request for Authorization for Active Duty Training/Active Tour* to their supervisor or timekeeper who will ensure appropriate leave has been taken. Timekeepers will sign Item 48 on the AF Form 938. 433 AW Military Pay (433 AW/ Financial Management, Financial Services (FMF)) will not process any AF Forms 938 without the timekeeper's signed statement.

6.3. Appropriate types of leave for military duty:

6.3.1. Military Leave (LM) can only be used to cover periods of military duty/travel that overlap the employee's civilian duty hours and can only be taken in 1 hour increments. NOTE: Military leave must be rounded down to the nearest hour; cannot be rounded up (i.e., military duty overlapped civilian duty hours for 2.5 hours which would allow military leave to be used for 2 hours and a half hour must be another type of appropriate leave.)

6.3.2. Annual Leave (LA).

6.3.3. Compensatory Time (CT).

6.3.4. Credit Hours (CN).

6.3.5. Compensatory Time for Travel (CF).

6.3.6. Leave Without Pay (LWOP-Uniformed Services (US)) = (KG). If employees choose to use LWOP instead of the other types of leave described above when performing military duty that overlaps their civilian duty hours, the LWOP-US Code (KG) must be used. Military Duty: All military duty performed by an employee will be approved, in advance, by the supervisor. Submit an Office of Personnel Management (OPM) Form 71 or appropriate form. Use of military leave will be verified by the supervisor and timekeeper prior to military orders being submitted for pay.

6.4. Absences From Duty While in Military Status. Employees performing military duty during scheduled civilian work hours will be in an appropriate leave status. See AFI 36-815, *Absence and Leave* paragraph 5.8.

6.4.1. Hours in the civilian workday that are not chargeable to military leave must be worked or charged to another leave category as appropriate.

6.4.2. Employees who begin military duty after completion of their full civilian workday are entitled to civilian pay without charge to leave even though they receive a full day's military pay. However, when an employee receives military duty pay for consecutive days of active duty, the employee will be in an appropriate leave status to receive pay from their civilian position for the same respective days. If, at the end of the military duty, an employee reports to the civilian workplace at the beginning of the regular tour of duty, the employee is entitled to received civilian pay without charge of leave for that day. If the employee is released from active duty on the last day after the start of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day. Refer to 433 AWI 36-803 **Table 2**

6.4.3. To the maximum extent possible, civilian aircrew duty days should be scheduled/adjusted to coincide with the flying schedule. When situations arise and aircrews are required to remain in crew rest past their scheduled workday reporting time or enter crew rest during the civilian workday, the following options apply:

6.4.3.1. If the flight/flight duty for which the employee is in crew rest status will be performed in civilian status, then no leave is to be charged.

6.4.3.2. If the flight/flight duty for which the employee is in a crew rest status will be performed in military status, then the employee will either take annual leave, LWOP, accrued compensatory time off, or accrued credit hours, or adjust his/her duty day to accommodate the crew rest requirement.

6.4.4. Employees who perform IDT during their scheduled civilian workday will be in an appropriate leave status for the period of time the IDT overlaps their civilian workday. Employees will be in an appropriate leave status beginning at directed show time and when performing mission planning, preflight, and post-flight duties associated with an AFTP. See AFI 36-807, AFRCI 36-803 and AFMAN 36-8001, for additional guidance.

Table 2. Table of Conversions.

R	A	B
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U L E	If employee is converting from civilian status to	Then
1	Active duty status after civilian duty hours	No leave is charged (examples 1, 4, 5, and 6)
2	Active duty status during civilian duty hours	Leave is charged (examples 2 and 3)
3	Active duty status for consecutive day	Leave is charged (example 7)
4	Inactive duty (IDT) status after civilian hours	No leave is charged (example 10)
5	Inactive duty (IDT) status during civilian hours	Leave is charged (example 8 and 9)
<p>NOTE: When in a TDY status converting from civilian to military or vice versa, conversions begin at 0001 hours and ends at 2400 hours.</p> <p>Example 1. Employee's regularly scheduled civilian workweek is Monday through Friday, 0730-1630, with a 1-hour lunch break from 1130-1230. Employee is ordered to active duty on Monday at 1700 and released from duty at 2300 on the same day. No charge to leave is required because individual completed regularly scheduled civilian workday prior to start of active duty tour.</p> <p>Example 2. Employee has the same civilian tour of duty as example 1. Employee is ordered to active duty on Monday at 1700 and released from duty on Tuesday at 1730. No leave is charged for Monday because military duty began after employee's regularly scheduled civilian workday. Leave is charged for Tuesday because of consecutive active duty.</p> <p>Example 3. Employee's regularly scheduled civilian workweek is Monday through Friday, 0730-1630, with a 1-hour lunch break from 1130-1230. Employee is ordered to active duty for three consecutive tours on Monday, Tuesday, and Wednesday at 1630 each day and released from duty at 2300 each day. Leave is not charged for Monday because military duty began after employees regularly schedule civilian workday. Leave is charged for both Tuesday and Wednesday because the military duty tours are consecutively performed even though each tour began after employee's regularly scheduled civilian workday.</p> <p>Example 4. Employee's regularly scheduled civilian workweek is Monday through Friday, 0730-1630, with a 1-hour lunch break from 1130-1230. Employee is ordered to active duty for 3 one-day tours at 1630 on Monday, Wednesday, and Friday. Employee is released from duty each day in sufficient time to arrive home prior to 2400. Consecutive days have not been performed and no leave is charged. Each active duty tour began after employee's regularly scheduled civilian workday, and employee was released and arrived home prior to midnight. When an employee is entitled to and receives travel days for an active duty tour on Monday or Wednesday, leave is charged for Tuesday and Thursday.</p>		

Example 5. Employee's regularly scheduled civilian workweek is Monday through Friday, 0730-1630, with a 1-hour lunch break from 1130-1230. Employee is ordered to active duty for three consecutive days on Friday at 1630 and released on Sunday. No leave is charged.

Employee's active duty tour began after the regularly scheduled civilian workday on Friday and released from duty before the start of the regularly scheduled workday on the following Monday.

Example 6. Employee has the same civilian tour of duty as example 5. Employee is ordered to active duty for four consecutive days at 1630 on Friday and released the following Monday at 1200. Leave is charged for Monday because employee was unable to report for regularly scheduled civilian duty at 0730 even though employee may have worked in civilian capacity for the remainder of workday. No leave is charged for Friday because active duty tour began after employee's regularly scheduled civilian workday. No leave is charged for Saturday or Sunday. Appropriate hours of leave would be charged if employee's active duty began before the end of the regularly scheduled civilian workday on Friday.

Example 7. Employee has the same civilian tour of duty as example 5. Employee is ordered to active duty on Monday at 1700 and is released at 0200 Tuesday. Employee reports to civilian duty at 0730 on Tuesday and performs regularly scheduled civilian tour on Tuesday and Wednesday. Employee is ordered to active duty on Wednesday at 1700 and released on Thursday at 0200. No leave is charged for Monday or Thursday because the employee was able to report to the civilian workplace prior to the start of the regularly scheduled workday. Appropriate leave would be charged in overlap situations.

Example 8. Employee's regularly scheduled civilian workweek is the same as example 5. Employee is scheduled to fly an AFTP at 1530. Leave is required from 1530-1630. Employee is not authorized to work through the scheduled lunch period or adjust start time of civilian workday to avoid taking appropriate leave.

Example 9. Employee's regularly scheduled civilian workweek is Monday through Friday, 0700-1600, with lunch from 1100-1200. Employee elects to fly an Additional Flying Training Period (AFTP) from 1100- 1500. From 1100-1200 (lunch hour) no leave will be charged; however, three hours of leave will be charged from 1200-1500. Workdays will not be split to perform an AFTP, Additional Ground Training Period (AGTP), or Equivalent Training (ET). Employees cannot work portions of the regularly scheduled civilian workday, perform an AFTP, AGTP, or ET, and then complete the remaining portion of the workday without taking leave.

Example 10. Employee's regularly scheduled workweek is the same as example 9. Employee elects to work IDT from 1630-0030. No charge to leave is required. Duties associated with flying may require leave to comply with crew duty day requirements.

7. Leave.

7.1. General Information. The following guidance is provided concerning the administration of the leave program, particularly with respect to those circumstances in which management must approve an employee's request for leave and those circumstances in which management may exercise discretion in granting, denying or canceling leave. Law and OPM regulations permit agencies and activities to exercise a great deal of discretion in establishing their policies, instructions, and guidance, or provisions of negotiated agreements, and such

documents should be consulted to determine if they modify the guidance presented herein or establish other policies or procedures which are unique to the activity.

7.2. Authority to Approve, Deny, or Cancel Leave. Normally, authority to approve leave requests is delegated to the lowest supervisory level having personal knowledge of the work requirements and of the employee's leave record. It is good practice to designate, in writing, a primary and an alternate approving authority. In some instances, approval of leave requests is mandated by statute, Executive Order, or regulation (see AFI 36-815, paragraphs 3.8 and 4.1). In other instances approval of leave requests is a discretionary matter. Normally, denial of a leave request or cancellation of approved leave needs to be based on the necessity for the employee's services. Leave must not be denied or canceled for arbitrary or capricious reasons. Denial or cancellation of leave is not disciplinary in character and must not be used as a punitive measure.

7.3. Recording Leave. All leave absences from civilian duty are to be documented with an approved OPM Form 71 or appropriate form. The recording of an absence in an approved category on an official time and attendance record upon which salary payments are made reflects approval of the absence. When leave has been requested, approved, and used by an employee, retroactive substitution of one category of leave for another category may only be made under conditions of law or regulation which permit a change in statutory rights. For example, an employee on approved annual leave becomes ill and upon return to duty requests substitution of sick leave for annual leave. An exception to this rule is the situation where it is subsequently established by audit that the employee submitted fraudulent documentation or misrepresented either the time taken or the reason for the absence. If an employee is absent without leave having been approved, it is appropriate that the time be recorded as Absent Without Leave (AWOL) and later changed to an approved leave category only when the approving authority determines that extenuating circumstances were such that the absence is improperly charged as AWOL.

7.4. Supporting Evidence. Regardless of the duration of the absence, the authority may consider the employee's personal certification as acceptable evidence for some absences, or the authority may establish a limit on the length of the absence; e.g., in excess of 3 days, or may specify a leave category (sick leave or military leave) for which evidence is required (medical certification or military orders). When excessive absenteeism is developing, a supervisor may require documentation in addition to that required of other employees by providing the employee with a written notice explaining:

7.4.1. The reason for requiring evidence.

7.4.2. The type of acceptable evidence (certificate from a physician or such other practitioner as may be designated).

7.4.3. The conditions for presentation of the evidence in order to obtain approval of subsequent leave requests.

7.4.4. The consequences of not providing such evidence.

7.5. Brief Periods Absence of Tardiness. Unavoidable absences less than one hour and tardiness may be excused by the supervisors for adequate reasons. When leave is charged, at the employee's request, use of annual or sick leave, or compensatory time, if available, will be used. Unauthorized tardiness or unauthorized absence during the workday may be

charged as AWOL or LWOP if circumstances do not justify excusing the absence or approving leave as requested.

7.6. Leave Balances. The supervisor, as well as the employee, is responsible for knowing whether the employee has enough accrued leave for the category of leave request. Employees have the responsibility for keeping their supervisors informed of their leave balance.

7.7. Mandatory Approval of Leave Requests. There are instances in which approval of leave requests is mandatory. The mandatory requirement for granting leave is based on the assumption that the employee has followed leave procedures and has provided acceptable documentation. Such leave includes, but not limited to, treatment of disabled veterans; military service; pending retirement; other illness, injury, or pregnancy; and worker's compensation. See AFI 36-815, paragraphs 3.8 and 4.1

7.8. Approval of Leave Requests. Approval of requests for the following types of leave is discretionary under the circumstances indicated.

7.8.1. Sick Leave. Except for mandatory sick leave requests 433 AWI 36-803 paragraph 7.7, requests for sick leave non-emergency medical, dental, or optical examination or treatment, and requests for advance sick leave, even though submitted with proper evidence, may be denied if it is determined that the employee's services are needed. If the employee fails to follow prescribed procedures for requesting or documenting either emergency or non-emergency sick leave, the approving authority may deny the request if he or she considers that such extenuating circumstances that would warrant approval did not exist.

7.8.2. Annual Leave. Assuming the employee has followed prescribed procedures for requesting leave, the employee has the absolute right to take annual leave. Approving authorities are not obligated to approve a request for annual leave, except as provided in 433 AWI 36-803 paragraph 7.7, whether made in advance or on an emergency basis, when the employee's services are required during the period involved. However, the employee and management official concerned are responsible for scheduling annual leave, which cannot be approved as initially requested, at a time which is mutually agreeable to both parties. When an employee submits a formal and timely request for leave the supervisor must approve the leave either at the time requested by the employee, or at some other time, and failure to do so constitutes administrative error.

7.8.3. Leave for Military Duty.

7.8.3.1. Military leave, annual leave, accrued credit hours, accrued compensatory time off, or leave without pay may be used when performing military duty that overlaps with the civilian workday. Employees on a traditional fixed work schedule may not change that schedule just to avoid taking leave for the performance of military duty. Employees on a flexible work schedule or compressed work schedule that allows for changes in the tour of duty may change their schedule to avoid taking leave for the performance of military duty.

7.8.3.2. Military leave be charged only for hours during which a civilian employee would otherwise have been scheduled to work and receive pay. This guidance

specifies that members of the Reserve and/or Guard will not be charged military leave for military service performed outside of the civilian workday.

7.8.3.2.1. Military duty overlaps civilian duty day: military leave will be charged in minimum 1-hour increments and can only be used for the actual period of overlap; military leave may not be used for an entire civilian workday if the member was released from military duty/travel before the end of the civilian workday. Employees who request military leave for inactive duty training will be charged only the amount of military leave necessary to cover the period of training and necessary travel (portal to portal).

7.8.3.2.2. Consecutive day rule: A full day of annual leave, 15-day/120 hours military leave, accrued compensatory time off, accrued credit hours, or Leave Without Pay – Uniform Service (LWOP-US) must be charged for civilian workdays on which consecutive days of active duty pay are earned (whether the consecutive days of active duty are covered on a single order or a series of orders) unless one or more of the following exceptions apply:

7.8.3.2.2.1. If on the first day of active duty, the member is not required to report for military duty until after the civilian duty day ends, no leave is charged for that first day of active duty. If the member is required to report for military duty on the first day of the period of active duty after the beginning of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

7.8.3.2.2.2. If the member is completely released from active duty on the last of the consecutive days of active duty prior to the start of the civilian duty day, no leave is charged for the last day of active duty. If the member is released from active duty on the last day after the start of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

7.8.3.2.2.3. When an employee terminates a period of active duty no later than 2400 hours on one calendar day and a need arises on the next calendar day to call that member back to active duty, no leave will be required for the next calendar day IF:

7.8.3.2.2.3.1. The member had been completely released from active duty on the previous day,

7.8.3.2.2.3.2. The military need did not arise or become apparent until after the first active duty period ended and the employee is under civilian control, and

7.8.3.2.2.3.3. No other person is available to serve the second period of active duty.

7.8.3.2.2.4. Multiple orders authorizing consecutive days of active duty must be approved at the Group Commander level or higher. Appropriate documentation certifying this approval must be maintained and available for review.

7.8.3.2.3. Intervening non-workday rule: No military leave will be charged for civilian non-workdays (weekends, holidays, Scheduled Days Off (SDOs)). Employees who choose to use or intermingle other appropriate forms of leave to perform military duty, i.e., annual leave, LWOP, accrued compensatory time off, or accrued credit hours, for the entire length of their active duty (whether it is covered by one set of orders or several), will not be charged military leave for intervening non-workdays that occur during that tour or consecutive tours. An ART must be off duty or in an official leave (annual leave, military leave, leave without pay, compensatory status or credit hours) from civil service when he or she is in a point-gaining activity.

7.8.3.3. Payment of Military Leave While on Extended Active Duty (EAD). Federal employees who are also reservists, to include ARTs, and who serve on an extended active duty tour that spans 2 or more fiscal years, may accrue and be paid for 15 days of military leave at the beginning of each year. Two Requests for Personnel Action (RPA) are required for this process, one to return the employee to duty on the first civilian workday on or after 1 October and one to place the employee back in LWOP-US effective the calendar day following the 15th civilian workday. This is a paper exercise only, and is accomplished to enable personnel/payroll offices to track military service deposits for retirement purposes and entitle the employee to make up contributions to the Thrift Savings Plan (TSP). A copy of the Standard Form (SF) 50, *Notification of Personnel Action (LRA)* should be forwarded to the civilian payroll office as usual. Timekeepers should reflect paid and unpaid military leave used, as appropriate, on the timecard or in the civilian pay system.

7.8.3.4. Use of New Allotment of Military Leave While on Active Duty (AD). Employees serving on an active duty tour of any length that spans no more than 2 fiscal years, e.g., 15 Sep – 15 Oct, are not required to apply the new allotment of military leave that accrues on 1 October to their current tour, but may choose to use it later in the second fiscal year. Refer to AFI 36-815, Chapter 5.

7.8.3.5. Twenty-Two (22) Day Military Leave. There are two conditions when an ART is authorized 22 days of military leave; in support of civil authorities in the protection of life property and those who perform full-time military service as a result of a call or order to active duty in support of a contingency operation. Although the DCPS code “LL” (Law Enforcement) may be used it is recommended that “KG” (LWOP-US) be used until the member returns to duty in order to avoid any DFAS complications. During this period, an employee is entitled to the greater of civilian or military pay. A DFAS remedy ticket will apply leave to the days leave is required and adjust civilian pay recorded for any funds due to the employee. This action must be processed through the local FM representative. Employees may use LWOP-US intermittently with annual leave, military leave, compensatory time off, or credit time earned. An SF 50 should be used to document an employee’s use of LWOP-US for duty with the uniformed services of one day or longer. There is no AFRC requirement to process return-to-duty actions for each period of paid leave.

7.8.3.6. Use of the 44 Days of Military Leave. In addition to the military leave already available the law also authorizes 44 additional workdays of military leave in a calendar year. There are conditions placed on the use of this leave that is addressed

below. Timekeepers should use the administrative leave code Military Leave (LN) to record use of this category of military leave and supervisors must maintain a manual log to track the number of hours used during the calendar year.

7.8.3.6.1. Military leave under this section can only be used to perform “active duty without military pay” for participation in combat and noncombat operations outside the United States, its territories and possessions. It is appropriate to use this leave on the day of deployment from home station, any intervening stops within the United States, its territories and possessions, and the day of return to home station as long as the ultimate destination on the military orders is an overseas location and any intermediate destinations/stops are part of the continuing mission. The following guidance regarding use and implementation of military leave is provided:

7.8.3.6.1.1. This category of military leave is limited to federal employees who are military technicians, which includes ARTs.

7.8.3.6.1.2. Military leave under this section can be commingled with traditional military leave, annual leave, leave without pay (LWOP), earned compensatory time, and credit hours.

7.8.3.6.1.3. This military leave category is available on a calendar year basis and leftover balances cannot be carried over to the next calendar year. The 44 days are converted into hours and charged on the same basis that annual leave is charged. ARTs who work 80-hour pay periods (including flexible and compressed work schedules) are entitled to a maximum of 352 hours. This category of military leave is charged for civilian workdays only. This means that if an ART chooses to use only this category of leave for a military tour of duty that includes weekends/holidays/scheduled days off (SDO), there would be no civilian pay received for those days.

7.8.3.6.1.4. In order for an ART to receive any pay for a civilian non workday, a change to “active duty with pay” status is required. This requires use of a separate AF Form 938 for each period of conversion. Changes to civilian duty status on workdays during the same military tour are also authorized and require either the use of a DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, AF Form 3956, or AF Form 40A. Use of this military leave is at the employee’s discretion.

7.8.3.6.1.5. Use of this category of military leave is not appropriate in Hawaii, Alaska, Puerto Rico, or Guam unless the ultimate destination on the military orders is an overseas location and one of these locations is an intermediate stop that is part of the continuing mission. Use of this category of military leave is appropriate for Panama at all times since it is no longer considered a US possession.

7.8.3.6.1.6. Since the employee is on “active duty without military pay”, all jurisdictional issues are covered by the military system; i.e., the employee is covered under the Uniform Code of Military Justice (UCMJ), injury compensation is covered under line-of-duty procedures, reimbursement for

travel, per diem, and lodging are computed based on military entitlements, etc. ARTs receive their basic civilian pay, to include premium pay for regularly scheduled overtime work that would have been earned during the period covered by this leave, and points toward Reserve retirement while in this duty status. Regularly scheduled overtime work means overtime work that is part of the employee's regularly scheduled administrative workweek. Within AFRC this is usually only applicable to firefighters and law enforcement personnel. It does not apply to additional hours of work performed while TDY, callback overtime, or additional hours of work performed due to long distance flights. This is irregular or occasional work.

7.8.3.6.1.7. Credit hours may not be earned while "on active duty without pay" since the employee is in military status.

7.8.4. Leave Without Pay (LWOP). Except as provided in paragraph A1.7, approval of a LWOP request is at the discretion of the supervisor. Even though the reason for requesting LWOP is known to be legitimate; e.g., illness, injury, or personal emergency, the request may be denied if the employee's services are required or if the employee has not followed prescribed leave procedures.

7.8.5. Compensatory Time Off for Travel. (All policies under 433 AWI 36-803 paragraph 7.8.5. relate to compensatory time off for travel, whether or not specifically stated.)

7.8.5.1. Creditable Travel Time.

7.8.5.1.1. Employees will be credited with compensatory time off for time in a travel status if the employee is required to travel away from the official duty station and the travel time is not otherwise compensable. All General Schedule (GS), National Security Personnel System (NSPS), and Federal Wage System (FWS) employees are eligible to accrue and request use of credited time off for travel. Travel within periods covered by an employee's regular work schedule do not provide compensatory time off credit because the time is otherwise compensable. The same is true for employees who are covered by the provisions of the Fair Labor Standards Act and who are credited with certain hours of work when traveling on non-work days as well as any employee credited with performing work while traveling.

7.8.5.1.2. Time in a travel status includes the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel, excluding bona fide meal periods and extended (not usual) waiting time between actual periods of travel in which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes. Determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the employing agency. The time spent at a temporary duty station between arrival and departure cannot be credited as time in a travel status.

7.8.5.1.3. If an employee is required to travel directly between his or her home

and a temporary duty station outside the limits of the employee's official duty station, the travel time is creditable as time in a travel status if it meets all the criteria; however, the time the employee would have spent in normal home-to-work or work-to-home commuting is deducted.

7.8.5.1.4. Employees who are offered one mode of transportation and who are permitted to use an alternative mode of transportation, or who travel at a time or by a route other than that selected by the agency, the agency must determine the estimated amount of time in a travel status the employee would have had if the employee had used the mode of transportation offered by the agency or traveled at the time and by the route selected by the agency. In determining time in a travel status, the agency must credit the employee with the lesser of the estimated time in a travel status or the actual time in a travel status.

7.8.5.1.5. Employees who are on a multiple-day travel assignment and who choose, for personal reasons, not to use temporary lodgings at the temporary duty station, but to return home at night or on a weekend, only travel from home to the temporary duty station on the first day and travel from the temporary duty station to home on the last day that is otherwise qualifying as time in a travel status is mandatorily creditable (subject to the deduction of normal commuting time). Travel to and from home on other days is not creditable travel time unless the agency, at its discretion, determines that credit should be given based on the net savings to the Government from reduced lodging costs, considering the value of lost labor time attributable to compensatory time off. The dollar value of an hour of compensatory time off for this purpose is equal to the employee's hourly rate of basic pay.

7.8.5.1.6. If an employee is required to travel between home and a transportation terminal within the limits of his or her official duty station as part of travel away from that duty station, the travel time outside regular working hours to or from the terminal is considered to be equivalent to commuting time and is not creditable time in a travel status. If the transportation terminal is outside the limits of the employee's official duty station, the travel time to or from the terminal outside regular working hours is creditable as time in a travel status, but is subject to an offset for the time the employee would have spent in normal home-to-work or work-to-home commuting. If the employee travels between a worksite and a transportation terminal, the travel time outside regular working hours is creditable as time in a travel status, and no commuting time offset applies.

7.8.5.2. Crediting compensatory time off for travel.

7.8.5.2.1. An employee must comply with his or her agency's procedures for requesting credit of compensatory time off. Employees must file such requests within the time period required by the agency.

7.8.5.2.2. Upon a request, an employee must receive credit for compensatory time off for travel under the conditions specified above.

7.8.5.2.3. Credit will be authorized in increments of one-quarter of an hour (15 minutes). Agencies must track and manage compensatory time off for travel

granted separately from other forms of compensatory time off.

7.8.5.3. Usage of accrued compensatory time off for travel.

7.8.5.3.1. An employee must request permission from his or her supervisor to schedule the use of his or her accrued compensatory time off for travel in accordance with agency-established policies and procedures.

7.8.5.3.2. Compensatory time off for travel may be used when the employee is granted time off from his or her scheduled tour of duty established for leave purposes. An employee must use earned compensatory time off for travel in increments of one-quarter of an hour (15 minutes).

7.8.5.4. Forfeiture of unused compensatory time off for travel.

7.8.5.4.1. Except as provided in 433 AWI 36-803 paragraphs 5.8.5.4.2, an employee must use accrued compensatory time off by the end of the 26th pay period after the pay period during which it was credited. If an employee fails to use the compensatory time off within 26 pay periods after it was credited, he or she must forfeit such compensatory time off.

7.8.5.4.2. In an employee with unused compensatory time off separates from Federal service or is placed in a leave without pay status in the following circumstances and later returns to service with the same (or successor) agency, the employee must use all of the compensatory time off by the end of the 26th pay period following the pay period in which the employee returns to duty, or such compensatory time off will be forfeited:

7.8.5.4.2.1. The employee separates or is placed in a leave without pay status to perform service in the uniformed services and later returns to service through the exercise of a reemployment right provided by law, Executive order, or regulation; or:

7.8.5.4.2.2. The employee separates or is placed in a leave without pay status because of an on-the-job injury with entitlement to injury compensation and later recovers sufficiently to return to work.

7.8.5.4.3. When an employee voluntarily transfers to another agency (including a promotion or change to lower grade action), he or she must forfeit his or her unused compensatory time off.

7.8.5.4.4. When an employee separates from Federal service, any unused compensatory time off is forfeited, except unused compensatory time off will not be forfeited but will be held in abeyance in the case of an employee who separates from Federal service and later returns to service with the same (or successor) agency under the circumstance described in 433 AWI 36-803 paragraph 7.8.5.4.2.

7.8.5.4.5. When an employee moves to a Federal position not eligible for compensatory time off for travel, he or she forfeits any unused compensatory time off. This requirement does not prevent an agency from using another legal authority to give the employee credit for compensatory time off equal to the forfeited amount.

7.8.5.4.6. An individual may not receive payment under any circumstances for any unused compensatory time off for travel he or she earned. This prohibition applies to surviving beneficiaries in the event of the individual's death.

7.8.5.4.7. Accrued compensatory time off under this program is not considered in applying premium pay limitations or an aggregate limitation on pay.

7.9. Absence Without Leave. An absence from duty which is not authorized or approved (including leave which is not approved until required documentation is submitted), or for which a leave request has been denied, if properly recorded as AWOL. Recording an absence as AWOL is not a disciplinary action. It does not necessarily mean that the employee has insufficient reason for requesting leave, but rather the employee's presence is required and the reason for requesting leave is one for which approval is not mandatory. However, absences without approved leave can become the basis for initiating adverse action.

8. Excused Absences. Excused absences are those for which no charge to leave is made. Examples include absences authorized for emergency work and contributions that are in the interest of the public and the government. Refer to AFI 36-815, Chapter 8. Also included are unavoidable absences for brief periods of less than one hour excused by the supervisor. Two of the most common are use of official time for representational activities and excused absence for participation by civilian employees in approved physical activities.

8.1. Use of official time for representational activities.

8.2. Excused Absence for Physical Activities for Civilian Employees. The Air Force recognizes that participation in physical fitness programs typically improves individual energy levels, job attitude, work performance, overall morale and reduces health care costs. Consequently, there are occasions when appropriated fund civilian employees may be absent from their normal assignments to participate in fitness activities meeting the requirements for excused absence. Health and Wellness activities have always been recognized as beneficial and supported by AF leadership. This instruction sets out the criterion that authorizes supervisors to excuse absences, enabling civilian employees to participate in physical activities on duty time. Physical conditioning is a responsibility of the employee; not a responsibility assumed by management. The employee is expected to present him/herself ready, willing and able to perform the duties of the position at the required level. Duty time for physical activity is not an employee right or entitlement; however, supervisors may grant employee requests that meet the criteria. This instruction is not intended to impact on the supervisors' authority in or use of such things as compensatory time, credit hours or any other timekeeping or duty assignment responsibilities that may also be appropriate in covering time away from duty to participate in physical activities. This instruction is not intended to cover participation in programs related to spirit/morale activities such as picnics and organizational events or in such things as physical conditioning program requirements on the military side. These activities are addressed in other guidance.

8.2.1. Physical activity programs should address cardiovascular/aerobic endurance, muscular strength and endurance, flexibility and body composition. For an activity to be considered aerobic, the heart rate should be elevated into the age and physical condition-specific training zone for at least 20 minutes. Walking, jogging and biking are examples of activities that give this result. Golfing, bowling and softball are examples of activities

that do not. Muscular strength and endurance exercises increase lean body mass, protect joints and increase the body's metabolism. Machines, free weights and general calisthenics are activities that provide these results. Flexibility exercises involve stretching all major muscles in the body and help reduce injury risk and promote flexibility and mobility at each joint. Stretching sequences at the beginning and end of exercise sessions promote this result. Body composition relates to the amount of muscle tissue and fat tissue in the body. High levels of body fat should be reduced through a combined program of aerobic activity and strength training.

8.2.2. Excused absence without charge to leave or loss of pay for fitness activity will be as the mission and workload allow, in the judgment of the first-line supervisor. Mission/workload impacts are the key elements in making this decision. Full Time Employees (40 hours per week) may be authorized a maximum of 3 hours per week, non-cumulative, for physical activities. Part Time employees working at least 20 and up to 39 hours per week may be authorized 1.5 hours per week. Time spent to change clothes, shower and clean up will be part of the time allowed. The time must be used in blocks of time that are 1.5 hours or less. Unused time from previous periods can't be banked. Physical fitness periods cannot be combined with authorized breaks, but may be done in conjunction with the lunch period. Participation in the physical fitness program is restricted to the use of facilities under the direct control of the installation commander.

8.2.3. The following procedures will apply under this authority.

8.2.3.1. A request sheet must be completed by the employee and submitted to the first-level supervisor (Attachment 3).

8.2.3.2. Employees wishing to participate in a local program must also get a statement from their primary care provider/physician certifying that physical fitness activities of the type requested are permitted and identifying any limiting conditions (see attachment 4). For Air Reserve Technicians and traditional reservists who are also civilian employees, the doctor's statement certifying that physical fitness activities are permitted and identifying any limiting conditions can be signed by the employee's primary health care provider. Any physical assessment shall be the responsibility of the employee and all costs will be borne by the employee.

8.2.3.3. The supervisor will review the request and certification, consider mission requirements, review impact on workload and overtime, and notify the employee of approval or disapproval. The employee should be notified of disapprovals quickly and of the basis for the disapproval decision.

8.2.3.4. Time Cards of participating employees must show the time and days used and the time card must also be annotated with code LNF along with the remark location and type of physical fitness.

8.2.4. Medical reviews are for the purpose of determining the employee's ability to undertake the activity requested. Supervisory reviews are for the purpose of making proper determinations on the use of official time and they include several considerations, only one of which is the medical determination made by competent authority. Other considerations include mission/workload requirements, availability of needed skills, and proper use of limited resources. Supervisors should ensure that primary and alternate

employees are not absent at the same time and overtime and compensatory time should not be increased as a result of granting duty time under this program. First level supervisors have the authority to disallow participation for a short period of time due to mission requirements and/or vary the times the employee may participate. Official time granted under this authority is for the specific type of physical activity requested by the employee and cleared through medical evaluation. Any abuse of the official time granted or changes to the type or location of physical activity without supervisory approval could constitute misuse of official time and subject the employee to revocation of the privilege and to possible disciplinary action. It will be the responsibility of every supervisor to ensure this program is not compromised or abused. Oversight of this program should be performed by a higher level of management on a regular basis. Supervisors may adjust employee daily work schedules to accommodate an employee's request to participate in a physical activity program, but are not required to make adjustments. If an employee utilizes the end of duty day to participate, the supervisor may excuse the employee from returning to duty station; however, it remains the supervisor's responsibility to ensure that the program is not abused.

8.2.5. The employee's request for physical fitness time and the doctor's certification should be filed in the, AF Form 971, *Supervisor's Employee Brief* (Computer Generated), whether approved or disapproved. The supervisor should also post continued activity under this authority and file appropriate backup documentation.

9. Accounting and Records Maintenance.

9.1. TIMECARD. All employees will use HQ AFRC Time Card to accurately record T&A during a pay period. Employees will fill the form out daily, attach required supporting documentation, sign, and turn in to the immediate supervisor at the end of each pay period. Supervisors will review and certify entries and supporting documentation, sign, and forward the form to the timekeeper. Timekeepers will ensure the information is entered into the DCPS, sign AFRC Form 270, *AFRC Time Card* to verify information was accurately transcribed, and generate a T&A report. A copy of both the T&A report and supporting documentation will be maintained in the work area. See 433 AWI 36-803 paragraphs 2.4. for supervisor responsibilities.

9.2. EMPLOYEE TIMECARD FOLDER

9.2.1. Use a brown 6-part training folder.

9.2.2. Install File Folder Label.

9.2.3. Install the Privacy Act Statement label on the front cover.

9.2.4. Install the employee name tag on the inside of the rear cover.

9.2.5. Place the employee's Work Schedule Worksheet (433 AW, Form 1) on top of the leave calendar.

9.2.6. Place the employee's maximum compensation earned per pay period worksheet on top of the Form 1.

9.2.7. Place the employee's AFRC timecard for periods 1 through 7 on the inside of the front cover (Part One, First Calendar Quarter).

9.2.8. Ensure that a DCPS Master Time History Printout is attached to the timecard (Used for auditing after input.)

9.2.9. Use the succeeding parts for the following quarters (Part Two, 2nd Quarter, etc.).

9.2.10. Place a 433 AW military pay calendar on top of the Quarterly Audit.

9.2.11. Place a 433 AW local Audit work sheet top of the military pay calendar.

9.2.12. Place the Quarterly cover sheet on the 433 AW Audit work sheet.

10. Auditing. The purpose of internal audits is to review and identify T&A accounting errors and inappropriate compensation. Each 433d Group Commander will appoint, in writing, four individuals responsible for conducting quarterly internal audits within their respective units. Audits will be conducted quarterly (January, April, July and October) of each calendar year with the results to be sent to the Wing Auditor (OPR) no later than 29th of each month ending the respective quarter. Special audits maybe performed at the Wing Commander's request. Audit instructions, checklists, and reporting formats are contained in 433 AWI 36-803 attachments, 5, 6, 7, and 8 below.

11. Training. The goal of T&A procedures is to ensure accurate accounting and prevent inappropriate dual compensation.

11.1. Employees. All civilian employees will be trained on time and attendance responsibilities, entitlements, and required documentation. Supervisors will annually document the training in employee's Supervisor Work Folder.

11.2. Supervisors. Supervisors will receive training on administrative requirements, responsibilities, and procedures to manage employee T&A.

11.3. Timekeepers. Prior to assuming timekeeper duties, each timekeeper (primary and alternate) will attend training on their specific responsibilities and how to maintain T&A records.

11.4. Internal Auditors. Designated individuals will be trained in procedures for conducting periodic random audits. The training will be conducted by appointed individuals with the assistance of the (HQ AFRC/DPCE) Headquarters Air Force Reserve Command Civilian Personnel staff or the Air Force Audit Agency, when available.

KENNETH D LEWIS JR, COLONEL, USAFR
Commander, 433d Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Reference

CFR Title 5, Ch 1, Part 410 Training provides detailed guidance

(5 C.F.R. 550.121) (5 C.F.R. 551.431)

(5 C.F.R., Section 550.112 and Section 551.422) (5 U.S.C. 6123)

(5 U.S.C. 6121 and 6128) Title 5, (U.S.C.) 5547

Title 5, United States Code (U.S.C.), chapter 61, subchapter II

Department of Defense Financial Management Regulation (DOD 7000.14-R), Volume 8,
Chapter 2, Time and Attendance and Chapter 5, Leave

Department of Defense (DoD) 7000.14-R Vol 8,051002

Department of Defense (DoD) 7000.14-R Vol 8, Defense Financial Accounting System, (DFAS)

Department of Defense (DoD) 7000.14-R Vol 8 0204.

Department of Denfense (DoD) 7000.14-R Vol 8, paragraph 030102

Department of Denfense (DoD) 7000.14-R Vol 8, Chapters 0510 and 030103

Department of Denfense (DoD) 7000.14-R Vol 8, Chapters 02 and Labor Agreement, Article 13

AFPD 36-8, *Employee Benefits and Entitlements and Work Life Programs*, 10 February 2009

AFPD 65-2, *Managers' Internal Control Program*, 28 August 2006

AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observation*, 21 June 1999

AFI 36-815, *Absence and Leave*, 5 September 2002

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 36-2254V1, *Reserve Personnel Participation*, 20 May 2010

AFRCI 36-803, *Air Reserve Technician Time and Attendance Procedures and Audits*, 28
October 2009

Prescribed Forms

AW Form 1, Alternative Work Schedule Worksheet.

Adopted Forms

AF Form 40, Authorization for Inactive Duty Training

AF Form 40A, Record of Individual Inactive Duty Training.

AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time.

AF Form 847, Recommendation for Change of Publication

AF From 938, Request and Authorization for Active Duty Training/Active Duty Tour.

AF Form 971, Supervisors Employee Brief

AF Form 3956, Report of Inactive Duty Training Performance—AGTP/AFTP (USAFR)

AFRC Form 4, Air Reserve Technician (Aircrew) Work Hours Record.

AFRC Form 270, AFRC Timecard Worksheet

DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel.

OPM 71, Request for Leave or Approved Absence

SF 50, Notification of Personnel Action (LRA)

Abbreviations and Acronyms

AD—Active Duty

ADS—Active Duty for Support

ADT—Active Duty for Training

AEF—Air Expeditionary Forces

AF—Air Force

AFI—Air Force Instruction

AFM—Air Force Manual

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRC/CV—Air Force Reserve Command Vice Commander

AFRCI—Air Force Reserve Command Instruction

AFTP—Additional Flight Training Period

AGTP—Additional Ground Training Period

AMC—Air Mobility Command

ART—Air Reserve Technician

AT—Annual Tour

ATCH—Attachment

AW—Airlift Wing

AW/CC—Airlift Wing Commander

AWOL—Absent Without Leave

AWS—Alternative Work Schedule

CC—Commander

CF—Compensatory Time for Travel

CFR—Code of Federal Regulations
CN—Credit Hours
COMP—Compensatory
CT—Compensatory Time
CV—Vice Commander
DCPS—Defense Civilian Payroll Systems
DFAS—Defense Financial Accounting System
DOD/DD—Department of Defense
EAD—Extended Active Duty
ET—Equivalent Training
FLSA—Fair Labor Standards Act
FM—Financial Management
FMF—Financial Management, Financial Services
FMR—Federal Management Regulations
FWS—Federal Wage System or Flexible Work Schedule (Determined by context of use)
GS—General Schedule
HQ—Headquarters
IADT—Inactive Duty Training
IAW—In Accordance With
IDT—Inactive Duty
IMT—Information Management Tool
JA—Legal Office
JTR—Joint Travel Regulations
KG—LWOP-US
LA—Annual Leave
LM—Leave Military
LN—Administrative leave
LNF—Leave for Fitness
LWOP—Leave without Pay
LWOP—US-Leave Without Pay-Uniformed Services
MPA—Military Personnel Appropriation
NSPS—National Security Personnel System

OPF—Official Personnel Folder (201 File)
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
OS—Overtime Scheduled
OT—Overtime
OU—Overtime Unscheduled
OWCP—Office of Workers Compensation Program
PA—Privacy Act
POC—Point of Contact
PT—Physical Training
SDO—Scheduled Days Off
SF—Standard Form
SUP—Supplement
RC/CC—Resource Code/Cost Center
RDS—Records Disposition Schedule
RMP—Readiness Management Period
RPA—Reserve Personnel Appropriation
UTA—Rescheduled Unit Training Assembly
SSN—Social Security Number
T&A—Time and Attendance
TC—Time card
TDY—Temporary Duty
TP—Training Period
TSP—Thrift Savings Plan
USC—United States Code
UCI—Unit Compliance Inspection
UCMJ—Uniform Code of Military Justice
USAFR—United States Air Force Reserve
UTA—Unit Training Assembly
WG—Wage Grade
WS—Wage Supervisor

Attachment 2

PROCEDURES FOR COMPLETING AF FORM 428 REQUEST FOR OVERTIME, HOLIDAY PREMIUM PAY AND COMPENSATORY TIME

A2.1. The AF Form 428 must be completed and approved before the employee works overtime, holiday premium or compensatory time or not later than the next business day in the case of an emergency.

A2.2. The supervisor requesting Overtime, Compensatory Time or Holiday Premium prepares the request and forwards it through his/her chain of command to the Group level. Overtime or Compensatory time may be approved by Group Commanders, Staff Senior Arts or Higher.

A2.3. The following guidance is provided for completing the form:

A2.3.1. Justification. This is a clear, concise statement of work to be performed and a specific justification/reason why overtime, compensatory time or holiday premium is required.

A2.3.1.1. Do not use vague and general justifications, such as “preplan AEF incremental data”, “open up and set up office for daily routine”, “prepare for upcoming inspections”, unit staff meeting and briefing”, “catching up on email”, “preparing for UCI”, “support management programs”, “to complete work backlog”, or “to cover for personnel shortage”.

A2.3.1.2. State the specific task/project being performed, such as “reviewing and cleaning up OPFs for inspection in December”, or “fix engine on aircraft #5 to avoid mission delay”. Justifications should provide enough information to show premium-time work is essential to satisfy mission requirements. Remember that overtime work should not be for regular and recurring work, but unknown/emergency or special project work.

A2.3.1.3. Justifications should state if the overtime work is for pre- and post-shift work.

A2.3.1.4. Some examples of unauthorized overtime work would be for hours spent in additional training while at a school or to perform strictly military duties that are not related to the civilian position, such as decorating for a civic event after the civilian duty day, attending a dinner dance, marching in a military parade.

A2.3.2. Pay Period: Pay period and date.

A2.3.3. RC/CC: May leave blank.

A2.3.4. Request Number: Locally assigned number.

A2.3.5. Social Security Number (SSN) and Name: Name and last four numbers of social security number of the employee.

A2.3.5.1. If 10 individuals are all working additional hours for the same reason, all 10 may go on one AF Form 428 with the estimated hours for each employee for a pay period. One form may cover only one pay period and work covering more than one pay period will need to be recorded on separate forms. Also, if more than one individual is shown on an AF Form 428, the SSN of all other employees must be marked out when the forms are filed in the respective timecard folders.

A2.3.6. Grade: Grade of employee.

A2.3.7. Hours Requested: Estimated total number of hours for overtime, holiday premium pay, or compensatory time.

A2.3.7.1. Overtime hours worked should not exceed approved hours. If the overtime hours worked exceed the approved hours, the supervisor must submit an additional AF Form 428 for approval of the additional hours.

A2.3.7.2. If the overtime hours worked is less than the approved hours, the AF Form 428 should be pen and inked to indicate the exact number of hours worked to match the hours input into the Defense Civilian Pay System (DCPS).

A2.3.8. Date overtime will be worked: Enter the actual date the employee will work. If more than one date is involved, enter a range of dates, such as pay period ending and beginning dates.

A2.3.9. Estimated Overtime/Holiday Rate: Enter the overtime rate from the employee's leave and earning statement or use the overtime pay tables published by OPM. The premium rate is the employee's hourly rate multiplied by 2.

A2.3.10. Estimated Total Cost: If completing an electronic form, this will be computed automatically. If completing the form manually, multiply the hours requested by the estimated overtime/holiday rate.

A2.3.11. Compensatory Time Hours: This is the estimated total hours of compensatory time requested.

A2.3.12. Compensatory Time Date: Enter the actual date the employee will work compensatory time. If more than one date is involved, enter a range of dates, such as pay period beginning and ending dates.

A2.3.13. Date: The date the request is prepared.

A2.3.14. Typed Name, Grade and Title of Requester: Self explanatory.

A2.3.15. Signature: Signature of the requester.

A2.3.16. Fund Certification:

A2.3.16.1. Accounting Classification: Leave blank.

A2.3.16.2. Funds Available/Not Available: The certifying official checks one of these blocks as appropriate.

A2.3.16.3. Typed Name, Grade, and Title: This can be someone appointed as a certifying official in FM or the organization resource advisor.

A2.3.16.4. Date: The date of the fund certification.

A2.3.16.5. Signature of Certifying Official: Self explanatory.

A2.3.17. Approving Authority:

A2.3.17.1. Approved/Disapproved: The Approving Official checks one of these blocks as appropriate.

A2.3.17.2. Date: This is the date of the approval. The approval must take place before the employee works overtime, holiday premium or compensatory time or not later than the next day in the case of an emergency.

A2.3.17.3. Typed Name, Grade and Title: This is the official authorized to approve the respective request. (Group Commanders, Staff Senior Arts or higher)

A2.3.17.4. Signature of Approving Official: Self explanatory.

Attachment 3**REQUEST FOR APPROVAL OF EXCUSED ABSENCE & MEMORANDUM OF UNDERSTANDING FOR PHYSICAL FITNESS ACTIVITIES**

I, _____, request approval of excused absence, not to exceed three (3) hours per week, (1.5 hours for part time employee) for the sole purpose of participating in physical fitness activities.

I understand (employee must initial each line):

_____ My participation is subject to supervisory scheduling and approval.

_____ That excused absence may not always be possible, from week to week, based upon mission requirements.

_____ I may only participate in physical fitness activities on base during any period of excused absence for such activities.

_____ If my request is not approved or I cannot be released from work for physical fitness activities due to mission requirements, I will be advised by my supervisor.

_____ I must record each absence on my time sheet with the appropriate code for excused absence (LN) along with the remark "Physical Fitness".

_____ That this request must be accompanied by a doctor's statement certifying that physical fitness activities are permitted with any limiting conditions identified. I am responsible for any expenses required to obtain this certification.

_____ I must report in to my duty station before going to the exercise site and I will report back to my duty station upon completion, especially if the activity is the last thing done in the afternoon. (unless excused by my supervisor).

_____ That should my ability to participate in physical fitness activities become limited in any manner, or should I desire to change the type or location of physical activity, I will notify my supervisor immediately. Approval for the change in relation to the use of duty time may require additional medical certification and considerations of mission/workload impact.

_____ That I will not participate in any physical fitness activity that may violate any medical restrictions I have and I will not participate in any type of high-risk activity.

Employee's Signature

Date

SUPERVISOR:

_____ This employee is not on a temporary appointment of less than one year.

_____ This employee is assigned to me.

_____ Enhancement of mission accomplishment considered.

_____ Excused absence approved/disapproved

REASON FOR DISAPPROVAL:

Supervisor's Signature

Date

(Original copy to be filed in the Supervisor's Employee Brief (AF Form 971))

Attachment 4**SAMPLE DOCTOR'S STATEMENT**

_____(Employee's Name) has indicated an interest in participating in a physical activity program involving

() _____(Employee's Name) is physically able to participate in this activity without limitations.

() _____(Employee's Name) is physically able to participate in this activity with the following limitations/restrictions:

() _____(Employee's Name) is not physically able to participate in this activity without limitations.

Remarks: _____

Doctor's Name and Signature

Date

Attachment 5

433 AW TIMECARD FOLDER AUDIT CHECKLIST

Table A5.1. 433 AW Timecard Folder Audit Checklist.

1. Audit Performed by (Name):			
2. Inclusive Period of Audit:			
3. Employee Timecard Folder Audited (Name):			
4. Employee Unit of Assignment:			
II. TIMECARD FOLDERS	YES	NO	N/A
5. Are folders arranged with timecards for each quarter in a separate section of the six-part folder with the quarterly audit documentation on top of the section audited?			
6. Is a timecard for each pay period for this audit period filed in the folder?			
7. Are their approved work schedule requests in the timecard folder?			
Do approved work schedule requests match the tour of duty (compressed, flexitour, etc.) and the duty hours on the affected timecards?			
8. Has each timecard been signed and dated by:			
a. Employee at "individual signature" block			
b. Supervisor or designated representative			
c. Timekeeper			
9. Do absences for physical fitness (LNF code) on each timecard include the activity type and activity location in the remarks section or other statement of verification of activity?			
10. Are any "error codes" printed on the timecards that are not explained or need to be fixed? If "error code" does not apply, enter "EC NA" in remarks.			
11. Are the DCPS Master Time History Printout attached to each timecard?			
Did the Timekeeper and or Supervisor initial each DCPS Master Time History Printout?			
NOTE: Required to show quality check was completed against timecard.			
Does the DCPS Master Time History Printout match the entries on the timecard/DCPS Log?			
If no, how many errors found: _____			
III. OVERTIME/COMPENSATORY TIME (Premium Pay)	YES	NO	N/A
12. Is approved AF Form 428, Request for Overtime, Holiday Premium Pay and Compensatory Time, for any overtime or compensatory time worked filed with affected timecard?			

If yes, is the AF Form 428 completely filled out with specific justification, appropriate signatures/approval authority, and approved/dated on or before the first hour worked? EXCEPTION: May be approved the next business day under special situations/emergencies. Does justification explain these exceptions? Are the total numbers of hours approved on the AF Forms 428 equal to or more than the total number of hours earned on the affected timecard?			
Are the AF Forms 428 "pen-and-inked" to show the dates and hours compensatory time and or overtime was earned to match what was recorded on the timecard? NOTE ; if hours are less than approve pen and ink are allowed ,if more a new 428 must be accomplished. Note: If more than one employee is on the 428 their SSN must be blanked out.			
Is the correct overtime code used? OS – approved before the start of the pay period overtime is to be worked OU – approved after the start of the pay period overtime is to be worked			
IV. MILITARY DUTY	YES	NO	N/A
Use "UNIT T&A REPORT" to answer Items 13-17 Codes under Type: AF Form 938 = 50 AF IMT 40A = UTA 02,20,22 , RMP 40A=04,,40 AFTPs = 03,30,33			
13. Are certified copies of AFTPs (AF Form 3956 or automated) filed with affected timecards? Was appropriate leave recorded on the timecard if performed during civilian duty hours? If no, _____Dual Compensation _____Inappropriate Leave (how many of each)			
14. Are certified copies of AF Form 40A, Record of Individual Inactive Duty Training, for rescheduled UTAs and Resource Management Periods (RMP) filed with affected timecards? Was appropriate leave recorded on the timecard if performed during civilian duty hours? If no, _____Dual Compensation _____Inappropriate Leave (how many of each)			
15. Are certified copies of AF Forms 938, Request and Authorization for Active Duty Training/Active Duty Tour, filed with affected timecards? Was appropriate leave recorded on the timecard if performed during civilian duty hours? If no, _____Dual Compensation _____Inappropriate Leave (how many of each)			
16. Do timecards show all military duty performed whether leave was or was not required (i.e., UTAs, weekend/holiday duty, duty performed before or after civilian duty hours)?			
17. Did the days/times/military duty type code annotated on the timecards match the military duty documentation attached and military duty audit product?			

18. Were the AF Forms 938, AF Forms 40A, and AFTP forms either signed or initialed by the timekeeper as required by AFRC policy?

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19. DISCREPANCIES/COMMENTS. (Any checklist item marked "NO" must be explained below.)

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Attachment 6**QUARTERLY AUDIT REPORT COVER SHEET**

FIRST QUARTER/SECOND QUARTER/THIRD QUARTER/FOURTH QUARTER

(Use the correct heading for the respective quarter being reported)

PAY PERIODS

Quarterly Audit Completed by: _____

Date: _____

Corrections completed by: _____

Date: _____

Supervisor Review: _____

Date: _____

Time keeper: _____

Date: _____

Attachment 7

UNIT TIME AND ATTENDANCE AUDIT PRODUCT FORMAT

MEMORANDUM FOR: Group Commander

DATE

Subject: Audit of UNIT XXXX Time and Attendance Documentation

1. Purpose: Audit of % of Time Cards for pay periods XX-XX.

2. Auditor:

3. Findings: The quantity and type of discrepancies noted for each section are summarized in the table below.

	UNIT			
Dual Compensation				
Missing 433 AW Form 1, Master time history, Military Pay Calendar				
Leave doesn't match duty hours				
Missing Time Cards				
AF Form 428 Missing/Incorrect				
Missing/Incorrect Form 3956				
Inappropriate Leave				
Missing/Incorrect DD Form 1610				
Missing/Incorrect AF Form 40a for RUTA/RMP				
Incorrect Leave Status for IADT				
Missing/Incorrect AF Form 938				
Missing Military Duty Time				
Incorrect code (e.g., missing LN/Physical Training (PT)) Requirements				
Missing Signatures/Initials				
Time Card (TC) Does Not Match Master History				
Total Discrepancies				

4. CONCLUSION

5. RECOMMENDATIONS

6. UNIT SUPERVISOR

Attachment 8

GROUP TIME AND ATTENDANCE AUDIT PRODUCT FORMAT

MEMORANDUM FOR: Wing Commander

Date:

Subject: Audit of Time and Attendance Documentation

1. Purpose: Audit of 100 % or the amount of % Time Cards for pay periods:

2. Auditor or Auditors:

3. Findings: The quantity and type of discrepancies noted for each section are summarized in the table below.

	UNIT XX	UNIT XX	UNIT XX	UNIT XX	UNIT XX	UNIT XX	
Dual Compensation							
Missing 433 AW Form 1/Missing Master pay History/Mil pay calendar							
Leave doesn't match duty hours							
Missing Time Cards							
AF Form 428 Missing/Incorrect							
Missing/Incorrect Form 3956							
Inappropriate Military/Civilian Leave							
Missing/Incorrect DD Form 1610							
Missing/Incorrect AF Form 40A for RUTA/RMP							
Incorrect Leave Status for IADT							
Missing/Incorrect AF Form 938							
Missing Military Duty Time							
Incorrect LN/PT Requirements							
Missing Signatures/Initials							
TC Does Not Match History							
Total Discrepancies							

5. RECOMMENDATIONS.

NOTES:

1. Single unit results will be forwarded to the Group Auditor.
2. Group Auditor will compile all unit results and forward them to the Wing Auditor.
3. Wing Auditor will Compile the Group results and forward them to the Wing Commander and FM.
4. All reports will be kept on file.

Attachment 9**SAMPLE OF IN-PLACE (PAID) LUNCH MEMORANDUM**

(Date)

MEMORANDUM FOR GROUP COMMANDER

FROM: (Name of Employee's Supervisor)

SUBJECT: Request for Authorization of 20-Minute In-Place (Paid) Lunch

Request (Employee Name) be authorized a 20-minute in-place (paid) lunch due to the responsibilities and requirements of the assigned position (job title/pay plan/series/grade).

Duties include continuous support of flight line and or flying mission activities. This approved original memorandum will be on file in the employee's timecard folder.

SUPERVISOR'S SIGNATURE

1st Ind

(Date)

Approved/Disapproved

433 AW GROUP COMMANDER'S SIGNATURE

(5547) <http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+581+0++%28>(551.422) <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=6ec4e962fe9b39e75f4d6678ce4d>(550.112) <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=6ec4e962fe9b39e75f4d6678ce4d>(6128) <http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+713+16++%28>(6121) <http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+706+16++%28>(6123) <http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+708+16++%28>